

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II –
Business Operations

SALARY GROUP: B15

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Kyle Britt DATE: 03/29/2016

POSITION #: 064118

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs departmental purchasing and accounts payable functions; prepares financial statements, financial technical reports, and related accounting documents to include estimates, cost data, and budget items; assists in the preparation of the agency program budget; and reviews agency expenditures, funds, appropriations, expense, and revenue collection records to ensure agency assets are accounted for properly.
 - B. Audits accounting and control records for accuracy and compliance with established standards and procedures; researches reconciliation discrepancies and reports findings; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - C. Monitors the reporting and auditing of vehicle records; reviews vehicle maintenance reports to ensure vehicles are maintained properly; ensures repairs are performed on vehicles; and monitors the established budget for repairs.
 - D. Maintains accounting files and report to include a credit card log of authorized users; and conducts and maintains inventory of equipment and supplies.
 - E. Provides technical assistance to program staff and other agency departments on accounting matters; and assists agency administrators in applying financial data to the resolution of administrative or operating problems.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounting, accounts payable, bookkeeping, purchasing, or public administration experience to include one year computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of basic budget and fiscal activities related to accounting and inventory control.
3. Knowledge of Advanced Purchasing and Inventory Control System (ADPICS) and LONESTARS accounting system preferred.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Knowledge of inventory management methods and procedures preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.

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11. Skill to interpret and apply accounting theory to complex financial transactions.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to prepare and maintain complex records and files in an automated system.
15. Skill to review technical data and prepare technical reports.
16. Skill to analyze, consolidate, and interpret accounting data.
17. Skill to research and resolve discrepancies and inquiries.
18. Skill to provide technical assistance to employees.
19. Skill to operate a 10-key calculator by touch.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.